

To: White, Elizabeth[white.elizabeth@epa.gov]; Newton, Jonathan[Newton.Jonathan@epa.gov]
From: Walker, Denise
Sent: Fri 10/13/2017 10:15:02 PM
Subject: Plans

Update: I have the backlog plans for OCIR, OPA and OP. I'm going to head to the gym but will take my laptop and check in later tonight.

Just let me know where you are when you get a chance. Hopefully we'll be able to submit them all together.

Thanks!

Denise

From: Packard, Elise
Sent: Thursday, October 12, 2017 10:03 AM
To: Bowman, Liz <Bowman.Liz@epa.gov>; White, Elizabeth <white.elizabeth@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>; Bolen, Brittany <bolen.brittany@epa.gov>; Lyons, Troy <lyons.troy@epa.gov>
Cc: Fine, Steven <fine.steven@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>; Minoli, Kevin <Minoli.Kevin@epa.gov>
Subject: Re: FEAT's Coordination Role in the Backlog challenge

Hi all,

I just wanted to flag for you (should you receive Steve's e-mail below or hear about this effort), that your offices do not have to worry about directly responding to Steve's message on the new FOIA backlog challenge. As part of the AO FOIA Centralization Pilot Project, the FEAT will coordinate the efforts of your offices (OCIR, OEX, OPA and OP) in completing the backlog challenge, and you will be hearing about it through that Pilot Project.

I am excited that this challenge provides an opportunity for us to improve our FOIA process and achieve the objectives of the AO Centralization Pilot. We are looking forward to working with your offices on this effort.

If you or your staff have any questions you are welcome to contact me or the FEAT -- Denise Walker 564-6520 or Nicole Rementer 564-3692.

Thank you for your attentiveness and hard work on all of this!

Elise

Elise B. Packard

Acting Principal Deputy General Counsel

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From: Fine, Steven

Sent: Tuesday, October 10, 2017 8:10 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>

Cc: Acting DAAs <Acting_DAA@epa.gov>; Acting DRAs <Acting_DRAs@epa.gov>; Gottesman, Larry <Gottesman.Larry@epa.gov>; Schumacher, Wendy <schumacher.wendy@epa.gov>; Moser, Rebecca <Moser.Rebecca@EPA.GOV>; Byrd, Jonda <byrd.jonda@epa.gov>; Blake, Wendy <Blake.Wendy@epa.gov>; Walker, Denise <Walker.Denise@epa.gov>; Schwarz, Matthew <Schwarz.Matthew@epa.gov>

Subject: Due Fri. 10/13: plans to clear FOIAs submitted prior to 1/1/17

All,

Ryan Jackson has challenged the agency to complete responses to FOIA requests submitted prior to January 1, 2017 by the end of this calendar year. OEI and OGC will share with him next week how the agency will meet that goal.

The first attachment contains a list of the outstanding FOIA requests submitted prior to 2017 with a tab for each program/region. By Friday, Oct. 13 please send a plan to address the backlog to Larry Gottesman. Please use the template in the second attachment for your plan. The first tab in the spreadsheet captures the general approaches you propose to use and key categories of requests in your backlog with associated approaches and milestones. The second tab is for requests that you anticipate will be challenging to complete by Dec. 31.

In developing your plan, please use the following targets:

- Complete 10% or more of backlog by Oct. 31
- Complete 50% or more by Nov. 30
- Complete 75% or more by Dec. 15
- Complete 100% by Dec. 31

If your office wants to ask requesters whether they are still interested in a response, Denise Walker and Matt Schwarz in OGC can provide information on the procedure to do that.

The National FOIA Office will discuss Ryan's challenge at the regularly scheduled Regional FOIA Officers call on Thu. Oct. 12 at 2 p.m. ET. This will be an opportunity to ask questions, share best practices, etc. The Headquarters FOIA Coordinators are also invited to that call since their monthly call for October took place last week.

OGC and OEI will be working together to support regions and programs as you complete this. Please let us know if you have questions.

Elise Packard and Steve Fine